

**TRADITIONAL OFFICER VACANCY ANNOUNCEMENT
FOR APPOINTMENT TO THE
TEXAS AIR NATIONAL GUARD**

Statewide Announcement/Applicants Only

Announcement#: 149-16-91

POSITION: Healthcare Administration Officer

AFSC: 41A3

GRADE: Initial Commission NTE Lt Col/O-5

POSITION #: 09576320J/**Excess**

LOCATION: 149th Fighter Wing – MDG
Joint Base San Antonio, TX

ISSUE DATE: 24 Aug 2016

CLOSING DATE: 24 Sep 2016

HOW TO APPLY: All applicants must contact the 149th Fighter Wing Designated Officer Recruiter (DOR), MSgt Juan A. Flores III at 210-925-6016 or email at juan.a.flores72.mil@mail.mil to complete the ANG Officer Prequalification Process. The process application must be completed in order to be considered for this position.

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

REASONABLE COMMUTING DISTANCE: Selectees will normally be filled from personnel who are within or are willing to move within reasonable commuting distance of the military unit (Not to exceed 50 miles).

All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, and other non-merit factors.

*****SEE BELOW FOR SUMMARY OF MINIMUM POSITION QUALIFICATIONS*****

MINIMUM POSITION QUALIFICATIONS:

1. Specialty Summary.

- Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies.

2. Duties and Responsibilities:

- Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aeromedical evacuation of patients, medical facilities repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel.

- Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.
- Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization of health services program funds in collaboration with the medical commander and comptroller. Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.

3. Specialty Qualifications:

- Knowledge. Knowledge is mandatory of: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics.
- Education. For entry into this specialty, one of the following is mandatory:
 - A graduate degree in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, or other business-related equivalent.
 - An undergraduate in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Architecture, Operations Research or other closely-related degree.
- For award of AFSC 41A3, completion of the basic health services administration course is mandatory.
- Experience. Officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aeromedical evacuation), and must have the approval of their unit's senior ranking MSC.

POC: All questions regarding this announcement should be directed to MSgt Juan A. Flores III at commercial (210) 925-6016, DSN: 945-6016 or email at juan.a.flores72.mil@mail.mil.